



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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JIM REDDOCH, J.D.  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Fiscal Manager II **NUMBER:** 13-33  
**JOB CODE:** K4000 **DATE:** 7/12/2013  
**SALARY RANGE:** 78 (\$47,757.60-\$72,686.40) **PCQ#:** 8808022  
**JOB LOCATION:** Department of Mental Health  
Region II Community Services  
1700 University Boulevard East  
Tuscaloosa, Alabama

**QUALIFICATIONS:** Bachelor's degree in Business Administration or current status as a Fiscal Manager I with experience (24 months or more) in business or public management, including some (12 months or more) supervisory or administrative experience.

**KIND OF WORK:** This is highly responsible administrative and fiscal management work in directing the accounting and budgetary activities. The individual in this position is responsible for developing and managing the budget, preparing contracts and amendments for waiver services and maintaining accurate and up-to-date financial information. Preparing monthly budget status reports; monitoring spending and making necessary changes to the operations plan. The individual will also be responsible for acting as a liaison between providers and Central Office, related to billing contracts and State funding, which will require providing technical assistance. Work will also involve responsibility for inventory control and maintaining an automotive fleet. This is a supervisory position.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of federal and state laws as they relate to fiscal operation of a government body. Must have working knowledge of accounting practices. Ability to communicate effectively both verbally and in writing. Ability to operate a computer to include various software and internet based programs.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE:** Until Filled